

Brittany Lakes Homeowner Association, Inc.
Board Meeting Minutes
November 17, 2025

Pursuant to Article VI, Section 1 of the Bylaws of the Brittany Lakes Homeowners Association, Inc. a meeting of the Directors was duly called and held on November 17, 2025, at the Perry Family YMCA located at 1700 W League City Pkwy, League City, TX 77573

IN ATTENDANCE

Representing the Members of Brittany Lakes Homeowners Association were the following Board Members:

- Dinah Carpenter (Treasurer)
- James Charo (Vice President)
- James Temple (Member at Large)
- Todd Edwards (President)

Absent with Apologies

- Richard Roderman (Secretary)

Representing Spectrum Association Management, LP was:

- Jessica Jacobs (Community Manager)

DETERMINATION OF QUORUM

A quorum of Board Members was announced, and the general session meeting was called to order at 7:38p.m. by CM Jessica.

EXECUTIVE SESSION

The Board reviewed items in the executive session related to escalated collection. The Board also met with Texan Landscaping Rivera to finalize contract details.

Homeowner Request: The Board of Directors reviewed one property improvement requests. The request was approved with stipulations.

Executive Meeting Minutes: The Executive meeting minutes from October 2025 were reviewed and approved.

CLOSE OF EXECUTIVE SESSION

The Board closed the Executive Session at 7:32 p.m.

AGENDA REVIEW AND APPROVAL

CM Jessica presented the agenda for the meeting as below:

- | | |
|------------------------------------|------------------------------------|
| • Call to Order | • Electrical Enhancement Proposals |
| • Agenda Review and Approval | • Irrigation Restoration Process |
| • Meeting Minute Approval | • Updates |
| • Ratification of Decisions | • Committee Reports |
| • Financials | • New Business |
| • 2026 Meeting Date/Admin Calendar | • Open Homeowner Forum |
| • Holiday Gift Card Approvals | • Adjournment |

MEETING MINUTE APPROVAL

The open meeting minutes from October 23, 2025, were reviewed and approved.

Motion – Todd, Second- James C.; all in favor 4-0

FINANCIAL REPORT

The Board and Membership were presented with the September 2025 financials

BUSINESS

Meeting Dates/Administrative Calendar

The Board of Directors reviewed the administrative calendar for 2026 and approved to keep dates as is, outside of meeting dates which will now occur on the 4th Monday of each month, unless there is a holiday.

Holiday Gift Card Approvals

The Board of Directors reviewed the 2024 gift card amounts for the holiday decorating contest and approved to move forward with the same amounts for 2025. First Place: \$100.00, Second Place: \$75.00, Third Place: \$50.00
Motion – Todd., Second- Dinah.; all in favor 4-0

Electrical Proposal

The Board of Directors reviewed an estimate from McWilliams Electric for electrical enhancements to the recreation center for social functions for \$14,950.00. They requested to see two more estimates for comparison to be reviewed as soon as possible.

COMMITTEE REPORTS

The Landscaping Committee reported that Klenk’s will be installing Christmas lights over the next week, They requested the Board look into a sign for the front lake to discourage children from swimming. They would also like to create a list of goals for 2026, including screening around the small pump station, tree trimming, and monument enhancements.

The Events Committee reported about the upcoming “Movie in the Park” event that will occur on December 13th as well as the market, which is new for this year in the community. The vendor market will run from 2:00pm-6:00pm, when the movie starts.

There were no Architectural Review Committee members present.

NEW BUSINESS

There was no new business to discuss.

HOMEOWNER FORUM

Several homeowners attended the meeting and expressed concerns regarding the removal of ducks from the community. They voiced a strong preference for keeping the ducks in place

OPEN SESSION ADJOURNMENT

With no further business to discuss, the open session adjourned at 8:50 p.m.

NEXT MEETING DATE

The next Board Meeting is scheduled for December 18, 2025.

Minutes were approved on December 18, 2025., and attested to by:

Todd Edwards

Todd Edwards (Jan 21, 2026 14:37:00 CST)

Brittany Lakes Homeowners Association

01/21/2026

Date

Jessica Jacobs

Spectrum Association Management

01/21/2026

Date